

Hazeldown School Governing Body

Full Governing Body Committee Meeting – Part 1 Minutes					
Date/Time	18 December 2024				
Location	Hazeldown Primary School				
Chaired by	Dave Dawson				
Attendees		Role	Attendees	Init	Role
Dave Dawson	DD	LA, Chair	Kelly Harnett	KHtt	Co-opted
Stuart Ludford	SL	Headteacher	Paul Hamilton	PH	Parent
Ruth Doughty	RD	Co-opted	Matt Hallett	MH	Parent

Apologies		Role
Ruth Walters	RW	Co-opted
Samantha Atkinson	SA	Co-opted
Jasmine Garswood	JG	Staff
Tony Leney	TL	Parent
Cloudi Lewis	CL	Parent

In Attendance		Role
Tim Synge	TS	Clerk
Kit Hardee	KHee	Associate Member

Minutes to
Attendees
School website

	Agenda	Led by
1	Apologies	Clerk
2	Declarations of interest	Clerk
3	Agree minutes of last meeting: 23 October 2024	Clerk
4	Matters arising from previous meeting: 23 October 2024	Clerk
5	Review terms of office	Clerk
6	Headteacher's Report	SL
7	Extended Schools; Litle Acorns Pre-School and Nursery	SL
8	Portfolio report: Finance	PH
9	Schools Financial Benchmarking	DD
10	Oral report from Pay Committee	DD
11	Portfolio Report: Safeguarding	n/a
12	Portfolio Report: Personnel	KHtt
13	Portfolio report: Premises and Health & Safety	MH
14	Portfolio report: Community & Parent Links	DD
15	Portfolio Report: Vulnerable Pupils	DD
16	Portfolio Report: Curriculum Portfolio	DD
17	Governor Visits	n/a
18	Policies for review and approval	Various
19	Governor Training	Various
20	Safeguarding Training	SL/All
21	Impact from this meeting	DD
22	Next meeting	Clerk
23	AOB	n/a

Item	Details of discussion		
1	Apologies There were apologies from RW, SA, JG, TL and CL. The meeting was chaired by DD. The Clerk confirmed that the terms of reference for FGB required six Governors to be present for a quorum and therefore the meeting was quorate.		
2	Declarations of Interest No Governor had any interests to declare in the business of the meeting.		
3	Agree minutes of last meeting: 23 October 2024 The minutes of the previous FGB meeting held on 23 October 2024 were agreed as a fair record of the meeting and were signed by the Chairman.		
4	Matters arising from previous minutes: 23 October 2024		
	FGB 24/08	Governors to email SA to express interest in undertaking or supporting Governor Visits (especially Spring 1 "Key Themes").	All. Clerk to follow up with SA.
	FGB 24/09	Clerk to circulate the Governing board school knowledge self-evaluation form published by the National College.	Done by email on 25 Oct. Copy stored on OneDrive folder C1.
	FGB 24/10	Clerk to identify suitable Safeguarding Lead course for DD.	In progress.
5	Review terms of office The Clerk advised Governors that the process for the appointment of a Staff Governor following the end of JG's term of office on 9 February 2025 will start at the beginning of the Spring Term.		
6	Headteacher's Report DD thanked SL for an informative and wide-ranging report. SL and DD highlighted various items in the Report. <ul style="list-style-type: none"> DD observed that pupil numbers appeared to be holding up well. SL commented that several families with children currently in a local independent school had made contact regarding possible transfers. A discussion on social media posts and their place in promoting the School ensued, Governors noting that Hazeldown often featured as a recommendation when questions were asked in local community groups. There was general agreement that tours of the School, which offered time to meet SL, were invaluable in "selling" the School. 		

6	<p>Headteacher's Report (continued)</p> <ul style="list-style-type: none"> • SL advised Governors that the switch from SIMS to Bromcom was out of the School's hands, as this was a consequence of an initiative at Devon CC level. • DD noted the comments on changes to the appraisal process following the government's withdrawal of performance-related pay. • SL explained the attendance data in his report. There was frustration at the lack of support regionally and nationally for the School in dealing with persistent offenders; the administration of the system of fines left much to be desired. • SL drew the attention of Governors to the report from Educatering on the new kitchen and its operation. The price per meal was up slightly this term. There were lots of positives including the number of meals served, the achievement of a full staff team and the overall atmosphere in the kitchen. <p>Further questions and responses had been posted on the Headteacher's Report on OneDrive, as follows:</p> <p>RD had asked: <i>"Do we need to ramp up the media advertising in order to take full advantage of any movement from the private sector?"</i>, to which SL replied: "We tend to work on word of mouth and have anecdotal information that the school is being talked about by parents locally. We had very positive feedback from a parent today after their child had a taster morning and they had a tour."</p> <p>RD had said: <i>"It's worth noting that recent industry feedback (via colleagues in Kent) implies that Bromcom are losing business and no longer considered a front runner in the market ..."</i>. SL responded: "Unfortunately, there is currently no choice for us due to the nature of the other systems DCC use only integrating with Bromcom. In Devon, Bromcom has been seen as a good choice for some time."</p> <p>RD had asked: <i>"Are all Safeguarding Leads now up to date with their Level 3 training?"</i> and SL replied: "Yes - all have in-date training".</p>
7	<p>Headteacher's Reports: Extended Schools; Little Acorns: Pre-School and Nursery</p> <p><i>Little Acorns</i></p> <p>DD introduced the Pre-school report. <i>He expressed some concern at the projected fall in numbers. Should FGB hold a strategy session to consider the pros and cons of 50-week provision?</i> SL responded that undoubtedly some parents would welcome 50-week provision. However there were challenges in terms of staffing (existing staff may not wish to enter into extended contracts; some recruitment would likely be required), administrative support, site and maintenance considerations and additional costs. Governors agreed that this would merit further consideration at a separate time.</p>

7	<p>Headteacher's Reports: Extended Schools; Little Acorns: Pre-School and Nursery (continued)</p> <p>DD reminded Governors carrying our Governor Visits that they should try to incorporate a visit to Little Acorns.</p> <p>Turning to the decisions required from FGB, DD asked whether Governors wished to continue to offer the Pre-School Lead an additional half day of leadership time. The benefits of doing so were discussed.</p> <p>Decision: Governors will offer the Pre-School Lead an additional half day of leadership time.</p> <p>Governors debated whether to offer afternoon spaces to 2-year olds. Factors discussed included likely limitations on the curriculum owing to lack of physical space and the need to ensure age-appropriate toys were available; this would mean that older children would miss out and there would be a detrimental impact on existing children. PH advised that it was difficult to forecast what the take-up would be and what the impact on numbers would be.</p> <p>Decision: Governors will not offer 2-year olds spaces during the afternoon.</p> <p><i>Extended Schools</i></p> <p>DD observed that this was a positive report and numbers were healthy. He drew attention to the lack of clarity from government surrounding the new free breakfast club scheme.</p> <p>Governors considered whether a price increase should be approved. PH reminded them that there had been two price increases in the previous 18 months and suggested that they might wait until there was greater clarity on funding.</p> <p>Decision: Governors would hold prices for breakfast club at the present level and review again in the Spring Term 2025. There may also be a need to consider at that time whether breakfast club should move from Extended Schools into the main School budget.</p> <p>Governors discussed the question of a recharge from the School to Extended Schools to cover a notional charge for rent and overheads. PH reminded them that a charge had already been made in the 2024/25 accounts due to Devon CC recording the 2023/24 recharge in the incorrect year.</p> <p>Decision: the School would not make a recharge to Extended Schools in respect of the 2024/25 year.</p>
8	<p>Portfolio Report: Finance</p> <p>PH introduced his Finance Portfolio report. DD noted that there were lots of positives in the figures and the detailed commentary in the report was very useful. The supply costs budget was holding up, although there was potential for uncontrollable factors here. PH felt that the budgets set had been realistic and KHtt took the view that the School continued to do well on limited budgets.</p> <p>DD thanked PH for his report.</p>

9	<p>Schools Financial Benchmarking</p> <p>DD referred to the benchmarking report which had been circulated in advance. This was required under the Schools Financial Value Standard.</p> <p>In reviewing the results of the exercise, DD noted that the dashboard had again highlighted high “Administrative Supplies” and “Premises Staff and Services”. These variances had been investigated and reviewed by the SBM and SL, also by DD and PH, and they had not identified cause for concern. Their reasoning was that administrative staff at Hazeldown carried out a number of tasks and functions which were within the role of teaching staff in many other schools. In addition, there were always some inconsistencies between schools in the collation and allocation of expenditure and this had an impact on the figures.</p> <p>Governors noted the contents of the Schools Financial Benchmarking report.</p>
10	<p>Oral report from Pay Committee</p> <p>The Pay Committee meeting on 4 November was attended by SA (Chair), SL, DD, PH and KHee. DD gave a brief oral report.</p> <p>SL noted that the Terms of Reference had been amended following the withdrawal of performance-related pay by the government.</p>
11	<p>Portfolio Report: Safeguarding portfolio</p> <p>No report was due and there were no urgent matters arising.</p> <p>SL reported that the annual section 175 safeguarding audit had been received. This was a desktop audit and the School would respond early in the Spring Term.</p>
12	<p>Portfolio Report: Personnel portfolio</p> <p>DD noted that the School’s long-term sickness absence was relatively high. Each case was being carefully monitored by the School and DD summarised briefly the status of each. The School continued to provide appropriate support to the members of staff concerned.</p> <p>DD noted that the School was dealing effectively with one or two low-level staff performance issues.</p>
13	<p>Portfolio Report: Premises and Health & Safety</p> <p>DD thanked MH for his report. MH said that he had carried out an external site visit with SL. Observations and findings had been positive. MH highlighted one small issue regarding the need for contractors to consult the asbestos register in situations where their initial risk assessment did not require this but where there was a change in the intended scope of work during the course of their visit.</p>

14	<p>Portfolio Report: Curriculum</p> <p>DD introduced SA's portfolio report in her absence. There was general agreement that the appointment of the new Curriculum Lead had been a strong one. <i>MH asked: "Are there plans to digitise the tracking system in the Skill Development Framework for ease of use and long-term sustainability?"</i> and SL agreed to discuss this with the Curriculum Lead.</p>												
15	<p>Governor Visits programme 2024/25</p> <p>See Matters Arising. Remaining visits in this academic year are as follows:</p> <table><tr><td>Spring 1</td><td>Key Themes</td><td>tba</td></tr><tr><td>Spring 2</td><td>Writing across the School</td><td>PH</td></tr><tr><td>Summer 1</td><td>End Points</td><td>DD</td></tr><tr><td>Summer 2</td><td>Books and Pupil Voice across the curriculum</td><td>RW</td></tr></table>	Spring 1	Key Themes	tba	Spring 2	Writing across the School	PH	Summer 1	End Points	DD	Summer 2	Books and Pupil Voice across the curriculum	RW
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Summer 2	Books and Pupil Voice across the curriculum	RW											
16	<p>Portfolio Report: Vulnerable Pupils</p> <p>DD introduced the portfolio report in the absence of RW and CL and thanked them for their work. This was a positive report and it was apparent that the new SENDCo was embedding herself well into the School team. The interaction with parents was good.</p>												
17	<p>Portfolio Report: Community & Parent Links</p> <p>DD reported that there was nothing of concern at the present time. It was obvious that the PTA was very active and very supportive of the School. Their fundraising activities were valuable and very much appreciated by the School. DD had written an FGB article for the latest newsletter and had commended the PTA's activity.</p> <p>MH reported that feedback from parents attending the Teignmouth Mayor's Civic Carol Service at St Michael's Church, where the Hazeldown Christmas Choir had performed, was very positive.</p>												
18	<p>Policies for approval</p> <p>Governors considered the policies which were due for approval at this meeting. All had been made available on OneDrive for the previous two weeks.</p> <p>PH had reviewed the Finance Policy. A couple of minor changes to delegated authorities following the departure of the previous Deputy Head had been made and PH recommended the policy for approval.</p> <p>Decision: FGB approved the Finance Policy (approval date: 18 December 2024).</p> <p>SL had reviewed the Data Protection Policy, which was one of a number of standard template policies available under the SchoolPro licence. He recommended this for approval.</p> <p>Decision: FGB approved the Data Protection Policy (approval date: 18 December 2024).</p>												

18	<p>Policies for approval (continued)</p> <p>MH had reviewed the Health & Safety Policy and suggested some minor amendments which had been incorporated. He recommended the Policy for approval.</p> <p>Decision: FGB approved the Health & Safety Policy (approval date: 18 December 2024).</p> <p>SL reported that the School was awaiting the issue of a new template Emergency Management Plan and Business Continuity Plan by Devon CC and that there was little point in re-approving the existing Policy in the meantime.</p> <p>SL had reviewed the various privacy policies and these were suitable for approval.</p> <p>Decision: FGB approved the Privacy Notice (Pupils and Parents), the Privacy Notice (Workforce) and the Freedom of Information Policy (approval date: 18 December 2024).</p> <p>SL had reviewed the IT Policy and recommended this for approval.</p> <p>Decision: FGB approved the IT Policy (approval date: 18 December 2024).</p> <p>The Assessment Policy was due for review.</p> <p>Action: Clerk to establish review status of Assessment Policy.</p>
19	<p>Governor Training</p> <p>Governors reviewed the summary of recent training undertaken and forthcoming training.</p> <p>Action: Clerk to book courses for KHtt on Supporting school leaders' health and wellbeing and for MH on Introduction to Governance in Maintained Schools.</p> <p>RD commended to Governors the training that she had attended on Ordinarily Available Inclusive Provision ("OAIP"). Course materials and links were available on OneDrive (see Folder B6 – Governor Training). SL commented that this was a challenging area, as Local Authority guidance was frustrating and there were evidently variations between individual schools on how they interpreted the requirements; this led to inconsistencies and inequalities.</p>
20	<p>Safeguarding Training</p> <p>SL showed a short training and information video published by Public Health Network Cymru entitled "Adverse Childhood Experiences" which is available at https://www.youtube.com/watch?v=YiMjTzCnbNQ</p> <p>He also drew attention to guidance from Liverpool CAMHS on Adverse Childhood Experiences "ACEs"), which is available from their website at https://www.liverpoolcamhs.com/aces/what-are-adverse-childhood-experiences/</p>

20	<p>Safeguarding Training (continued)</p> <p>SL remarked that, according to the video, around one child in ten was affected by ACEs and it could be concluded from this that, on average, ACEs were likely to affect around three children in every class. The video would be shown to all members of staff and this may improve their ability to take advantage of opportunities to provide appropriate support.</p> <p>A general discussion on support and insights ensued.</p>
21	<p>Impact from this meeting</p> <p>DD summarised this as a positive meeting. Important decisions regarding the management and operation of Extended Schools and Little Acorns had been made. Governors had been provided with insights into some positive achievements and some challenges in the education provided by the School. Governors were aware that all staff were working hard and doing their best for the children in their care.</p>
22	<p>Next Meeting(s)</p> <p>Meetings in Spring Term 2025 are as follows:</p> <ul style="list-style-type: none"> • SIC: 29 January 2025 – this will focus on the December 2024 data drop and there will be a progress report on the School Improvement Plan 2024/25. • FGB: 12 February 2025 • SIC 2: 19 March 2025 <i>will</i> take place and will include a session on interpretation of data generally and on the Inspection Data Summary Report (“IDSR”). • FGB: Weds 2 April 2025
23	<p>AOB</p> <p>None.</p>
	<p>The meeting ended at 8:20pm.</p>

Summary of decisions and proposed actions		
<i>Actions</i>		
FGB 24/08	Clerk to liaise with SA regarding staffing of Spring Term 1 Governor Visit.	Clerk
FGB 24/10	Clerk to identify suitable Safeguarding Lead course for DD.	Clerk
FGB 24/11	Clerk to establish review status of Assessment Policy.	Clerk
FGB 24/12	Clerk to book courses for KHtt on Supporting school leaders’ health and wellbeing and for MH on Introduction to Governance in Maintained Schools.	Clerk

Summary of decisions and proposed actions (continued)		
<i>Decisions</i>		
7	Governors will offer the Pre-School Lead an additional half day of leadership time.	
7	Governors will not offer 2-year olds spaces during the afternoon.	
7	Governors would hold prices for breakfast club at the present level and review again in the Spring Term 2025.	
7	The School would not make a recharge to Extended Schools in respect of the 2024/25 year.	
18	FGB approved the Finance Policy (approval date: 18 December 2024)	
18	FGB approved the Data Protection Policy (approval date: 18 December 2024)	
18	FGB approved the Health & Safety Policy (approval date: 18 December 2024)	
18	FGB approved the Privacy Notice (Pupils and Parents), the Privacy Notice (Workforce) and the Freedom of Information Policy (approval date: 18 December 2024)	
18	FGB approved the IT Policy (approval date: 18 December 2024)	

These minutes are agreed by those present as being a true record.	
Signed (Chair of Committee)	Date